



Town of North Hempstead
Department of Building Safety, Inspection & Enforcement
210 Plandome Road, Manhasset, NY 11030 · tel. 516-869-6311 · fax 516-869-7662

Temporary Tent Permit - Required Documentation

Temporary Tent and Canopy structures require a permit for the use. Below is a list of instructions and the minimum required documentation for filing. Temporary Tents and Canopies are controlled by 2-9N of the Town of North Hempstead ordinance, chapter 24 of the New York State Fire Code, and the requirements of the Nassau County Fire Marshal. Temporary tents and canopies must first be approved by the Nassau County Fire Marshal and must comply with New York State and Town of North Hempstead zoning requirements.

**YOU MUST CONTACT THE NASSAU COUNTY FIRE MARSHAL FOR INFORMATION REGARDING
THEIR APPLICATION PROCESS - 516-573-9900**

1. Two copies of a completed application for a Temporary Building Permit.
 - The use of the tent must be specified, and must be a permitted use within the zoning district.
 - The dates of the event must be specified. Temporary tent permits are good for only 15 days, and may be renewed for an additional 15 days.
2. Two copies of a site plan which must indicate the following;
 - The location, dimensions, and area of all tents, and distance setbacks from buildings and property lines.
 - Tents must be 20 feet distant from any property line.
 - Tents exceeding 10,000 square feet in aggregate area must be 20 feet from any building.
 - Tents exceeding 15,000 square feet must have 50 feet separation between other tents or any building.
 - A 20 foot clearance surrounding the tent including all guy wires and support ropes.
 - No vehicles (parked or in use) or other internal combustion engines are permitted within 20 feet of temporary tent structures, and barricades must be placed to demark this buffer.
 - Path of egress and location/number of exits.
 - Location of portable fire extinguishers.
 - Location of "No Smoking" signs.
3. A copy of the Nassau County Fire Marshal approval for the temporary tent installation.
4. A Certificate of Flame Resistance for the material to be used for the tent membrane, and certifying compliance with the flame propagation performance criteria of NFPA 701.
5. A copy of the Liability insurance, NYS Disability insurance, and NYS Worker's Compensation insurance for the temporary tent erector. Consult the insurance and license requirement sheet.